

EVIDENCE/PROPERTY TECHNICIAN

DEFINITION

Under general supervision, receives, organizes, preserves, secures, transports, and releases property/evidence; destroys hazardous material and narcotics no longer scheduled for use as evidence; collects and analyzes fingerprints; testifies in court regarding chain of evidence and/or fingerprint processing and identifications; prepares complex legal paperwork; supplements Records staffing when time permits; and performs related work as required.

CLASS CHARACTERISTICS

Incumbents in this classification work independently under general supervision and within the framework of established procedures. An Evidence/Property Technician is expected to work productively even in the absence of supervision. Incumbents in this classification receive general supervision from higher level supervisory and management staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives, tags and stores property/evidence from crime scenes
- Prepares narcotics and fingerprints for analysis by the Department of Justice
- Transports fingerprints and narcotics to Department of Justice for analysis, and destroys narcotics according to legal and administrative procedures and practices
- Researches case disposition and case files to determine rightful owner of property
- Completes Department of Justice checks on individuals who claim weapons
- Obtains court orders for the destruction or return of property
- Releases property to others when appropriate
- Testifies in court regarding the chain of evidence
- Enters data on property/evidence into the property system
- Transports and stores bio-hazardous material/chemicals, and coordinates pick ups for the destruction and disposal of bio-hazardous material
- Transports film for processing
- Supplements Records staffing when workload permits, or as directed
- Purchases, catalogs, and stores Department equipment and supplies
- Answers telephones and processes requests from others
- Types correspondence to victims, suspects and reporting parties in response to requests for the return or destruction of property
- Orders and stocks supplies as needed
- Assists in the retrieval of property, accompanying officers on search warrants, as needed
- Represents the City of Rocklin in a courteous, professional manner

QUALIFICATIONS

Knowledge of

- Practices and procedures pertaining to property/evidence collection, storage, processing and handling
- Federal and State laws and court decisions pertaining to the recovery of property/evidence and preservation of evidence chain
- Processes and procedures for requesting court orders
- Practices and procedures for the handling and disposing of hazardous materials
- Practices and procedures for the safe handling of firearms
- Federal, State and local laws pertaining to weapons possession

Skill in

- Operating standard office equipment including computers
- Handling weapons and chemicals safely
- Counting large sums of money
- Maintaining and preserving chain of evidence/custody
- Maintaining accurate and complete records and reports
- Establishing and maintaining effective working relationships with those encountered in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the 12th grade supplemented by specialized coursework in property/evidence management and two (2) years of recent full-time law enforcement and/or criminal justice system experience.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Manual dexterity to operate tools and equipment related to property and evidence processing, and to operate standard office equipment and a motor vehicle; mobility to grasp, bend, walk, stand, kneel and stoop; lift moderate weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; may work unusual and prolonged work schedules as necessary. Requires working in controlled exposure to chemicals, bodily fluids and other potentially hazardous materials collected as evidence.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.